

# SENIOR CENTER REOPENING GUIDELINES

Issued In Accordance with Governor Kay Ivey's State Health  
Order of April 7, 2021.



[www.AlabamaAgeline.gov](http://www.AlabamaAgeline.gov)  
1-877-425-2243

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## PART I: Reopening Guidelines for Senior Centers

**Effective Date.** These Reopening Guidelines become effective April 9, 2021, at 5:00 P.M. Senior centers will be allowed to reopen for indoor activities **no earlier than Monday, April 19, 2021.** This additional time will allow the centers time to plan and prepare for the extra safety protocols that will be implemented and to train staff, volunteers, and participants on these Guidelines. Outdoor activities at the centers were authorized in the March 4, 2021 Reopening Guidelines.

### **A. Senior Center Participants.**

Senior center Managers are encouraged to take reasonable steps, where practicable, to protect participants by:

- (a) Encouraging participants to use masks and facial coverings;
- (b) Maintaining six feet of separation between persons from different households (or, alternatively, maintaining separation between such persons through an impermeable partition); and
- (c) Regularly disinfecting frequently used items and surfaces.

All senior center participants are encouraged to exercise personal responsibility in slowing the spread of COVID-19 by:

- a. Maintaining six feet of separation from persons of different households;
- b. Wearing a mask or other facial covering at all times when within six feet of a person from another household;
- c. Staying home if sick;
- d. Washing hands frequently with soap and water or hand sanitizer, especially after touching frequently used items or surfaces;
- e. Refraining from touching one's face;
- f. Sneezing or coughing into a tissue, or the inside of one's elbow; and
- g. Disinfecting frequently used items and surfaces as much as possible.

### **B. Senior Center Employees and Volunteers**

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Senior center managers, staff, and volunteers are encouraged to wear a mask or facial covering. If local mask ordinances/orders are in place, the senior center staff, volunteers, and participants will abide by those local ordinances/orders.

In addition, the senior center manager is encouraged to take reasonable steps, where practicable as work duties permit, to protect senior center employees and volunteers by:

- (a) Encouraging use of masks and facial coverings;
- (b) Maintaining six feet of separation between employees and volunteers (or, alternatively, maintaining separation between employees and volunteers through an impermeable partition);
- (d) Ensuring that there is regular disinfection of frequently used items and surfaces;
- (e) Encouraging handwashing; and
- (f) Preventing employees and volunteers who are sick from coming into contact with other persons.

### **C. Reopening for Senior Center Activities.**

The decision to reopen the senior center for activities, except for congregate meals (whether indoors or outdoors), should be made by each senior center manager/municipality. For example, a municipality or senior center may poll participants only to learn there is little or no interest in returning for activities. Or, a senior center may not have the resources, staffing, or may otherwise be unprepared to reopen for activities.

Nothing in these Guidelines should be construed in any way to require the reopening of any senior center for activities. However, if a senior center decides to reopen to permit activities, the following Guidelines shall be followed. Additionally, the normal guidelines regarding eligibility to participate in senior center activities still apply, and nothing contained in these Guidelines shall change any existing senior center guidelines or policies that must continue to be followed so long as the existing senior center guidelines or policies are not inconsistent with these Guidelines.

<b><u>Initial Considerations:</u></b>	<ol style="list-style-type: none"><li>1. If the senior center is housed in a building that has not been used in a long time, follow the CDC Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation (located in Appendices).</li><li>2. Congregate meals, whether indoors or outdoors, cannot be consumed at senior center properties at this time.</li><li>3. While centers must not allow the consumption of meals on center property, whether indoors or outdoors, they are urged to assure that clients continue to receive meals through drive-thru pickup and home delivery. Participants may also be provided take-out meals as they leave the senior center.</li></ol>
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	<ol style="list-style-type: none"> <li>4. Centers must take all necessary steps to ensure safety of employees, volunteers, and participants. Center Managers, staff, and volunteers must familiarize themselves with the training and education materials located in the Appendices to these Guidelines prior to reopening senior centers.</li> <li>5. Centers must develop a plan for cleaning/disinfecting regularly in accordance with CDC guidelines, especially frequently touched areas such as doorknobs, faucet handles, tables, etc.; and develop a form to document by whom, when, and where the center was cleaned.</li> <li>6. Centers must have supplies on hand to safely reopen, such as no touch thermometers (these have been provided to all senior centers by the Alabama Department of Senior Services (ADSS)), sanitizer/disinfectant for surfaces, hand sanitizer, gloves, masks for all staff and volunteers, extra masks on hand for center participants, etc.</li> <li>7. Centers must have a policy/protocol to screen employees, volunteers, and participants.</li> <li>8. All senior center participants will be notified of the senior center reopening and will be mailed the Senior Center Guidelines and Daily Assessment Tool found on pages 2, 8 and 9 of these Guidelines.</li> <li>9. Centers must post extensive signage about COVID-19 prevention, such as hand hygiene, masks, and social distancing.</li> <li>10. Centers must develop a plan for potential COVID-19 cases among staff, volunteers, and participants, and how to work with county departments of public health regarding notification of infections, monitoring and contact tracing, and cleaning of the facility.</li> <li>11. Centers must develop a plan for center managers and staff if a participant refuses to follow any applicable guidelines or protocols.</li> <li>12. Centers must ensure that there are hand sanitizer stations available.</li> <li>13. Centers must avoid group singing activities, as this can be a “super-spreader” event.</li> <li>14. Centers must consider asking participants to schedule ahead the days they want to come and/or dividing the attendees into different groups for staggered hours, with cleaning between different groups.</li> </ol>
<p><b><u>Screening Prior to Participation in Senior Center Activities:</u></b></p>	<ol style="list-style-type: none"> <li>1. Participants, staff, and volunteers will be encouraged to “self-assess” before they come to the senior center by reviewing the Daily Assessment Tool and taking their temperature.</li> <li>2. Senior center staff, volunteers, and participants will answer the COVID-19 screening questions and have their temperature taken using the temperature scanner provided by the Area Agency on Aging and ADSS, or another similar touchless device. Anyone who answers “yes” to a question or who has a temperature of 100.4 F or higher should be asked to return home and provided the appropriate CDC handout. See Attached. <a href="https://www.cdc.gov/screening/paper-">https://www.cdc.gov/screening/paper-</a></li> </ol>

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	<p><a href="#">version.pdf</a>; <a href="https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html">https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html</a></p> <ol style="list-style-type: none"> <li>3. Participants will sign in with their name and telephone number.</li> <li>4. Senior center managers are encouraged to take reasonable steps, where practicable, to protect participants by encouraging the use of face masks and facial coverings. Senior center managers are encouraged to take reasonable steps, where practicable, to maintain six feet of separation between persons from different households (or, alternatively, maintain separation between such persons through an impermeable partition).</li> <li>5. The assessment tool and temperature check must be conducted by a senior center staff member.</li> <li>6. There shall be maintained a supply of pens that are either unused or sanitized to prevent the sharing and/or re-use of pens for the sign-in sheet. A staff member may also fill in the sign-in sheet so that participants are not sharing pens.</li> <li>7. Centers will carefully keep sign-in sheet records of participants in case of a positive COVID-19 center staff member/volunteer/participant so that others can be notified. Centers will remind participants of the importance of recording their attendance and keep all sign-in sheets for a minimum of 14 days.</li> <li>8. If a participant who has attended the center stops coming to the center, it is recommended that a center employee follow up by contacting that person to check on their health and well-being.</li> </ol>
<p><b><u>Social Distancing and Wearing Masks During Outdoor and Indoor Activities:</u></b></p>	<ol style="list-style-type: none"> <li>1. Activities, whether indoors or outdoors, should be limited to small groups. The size of a small group depends on the size of space available for activities at the senior center. Where practicable, reasonable steps should be taken to maintain six feet of separation between persons from different households (or, alternatively, separation between such persons can be maintained through an impermeable partition).</li> <li>2. If chairs are set up at the senior center, the chairs should be arranged 6 feet apart in the same direction so that no person is facing another person (or, alternatively, separation between persons from different households can be maintained through an impermeable partition).</li> <li>3. If tables are set up, they should be placed to maintain six feet of separation from persons from different households (or, alternatively, separation between persons from different households can be maintained through an impermeable partition).</li> <li>4. If practicable, the center manager will apply floor graphics, tape, or other means to ensure all tables and/or chairs remain 6 feet apart.</li> <li>5. Senior center managers are encouraged to take reasonable steps, where practicable, to protect participants by encouraging the use of face masks and facial coverings.</li> </ol>

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	<p>6. Participants, volunteers, and senior center staff members should practice frequent handwashing and/or hand sanitizing.</p>
<p><b><u>Types of Activities:</u></b></p>	<p>The senior center will need to decide:</p> <ol style="list-style-type: none"> <li>1. What type of activities will be offered? <ol style="list-style-type: none"> <li>a. Make sure the activities can take place while participants from different households socially distance or are separated by an impermeable partition.</li> <li>b. Make sure the activities do not require participants to share the same items (for example, card games and board games).</li> <li>c. For obvious reasons, contact sports or activities that include shared handling of objects such as balls or frisbees should be avoided.</li> </ol> </li> <li>2. How often and when will the senior center offer activities? <ol style="list-style-type: none"> <li>a. Decide if the senior center will offer activities one day per week, part-time, full-time, etc. If the senior center can accommodate 15 people indoors and 30 people attend the senior center, then the senior center should offer activities at least 2 days per week in order to give all participants the opportunity to participate in such activities.</li> <li>b. Decide what time each day the senior center will offer activities.</li> </ol> </li> <li>3. What if a participant refuses to follow these Guidelines and/or local orders, ordinances, policies, and protocols? <ol style="list-style-type: none"> <li>a. Senior centers should follow written guidance for the center manager and/or staff if a participant or guest refuses to follow any of the Guidelines or protocols, procedures, and/or local ordinances/orders.</li> <li>b. In addition, participation in Older Americans Act-funded activities is not an entitlement. Senior centers/municipalities may set guidelines for those who participate in senior center and Older Americans Act-funded activities.</li> </ol> </li> </ol>
	<ol style="list-style-type: none"> <li>1. Participants who do not live in the same household should be encouraged to social distance in crowded or high traffic areas such as check-in areas, parking lots, and routes of entry and exit.</li> <li>2. Center managers may sign in participants. If participants sign themselves in, the center manager should provide a container of pre-sanitized pens/pencils. If the same pen/pencil is used, it should be wiped down and sanitized between participants.</li> <li>3. The senior center's restrooms must be sanitized at the end of each day the center is open so that the facilities are disinfected for the next day.</li> <li>4. The senior center must have extra masks on hand for participants who wish to wear a mask but who forget to bring masks, or in the event a mask becomes unusable.</li> </ol>

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	<ol style="list-style-type: none"><li>5. The senior center will provide hand sanitizer for participants during activities.</li><li>6. The senior center will have a means by which to notify participants when activities are canceled or postponed due to weather or other circumstances.</li></ol>
<b><u>Meal service:</u></b>	For morning activities, meals may be handed out to participants as they depart the center. Participants who are not attending center activities on that day may pick up meals by drive-thru pickup or request home delivery if available. Participants will need to communicate weekly to the center manager whether they will be picking up daily hot meals.

- ❖ Please see attached guidance for cleaning protocols. All cleaning protocols and sanitizing guidelines must be fully observed.

### **ACKNOWLEDGEMENT:**

I have read and agree to abide by the above guidelines should my senior center decide to offer activities upon reopening.

\_\_\_\_\_

Senior Center Manager (Printed Name)

\_\_\_\_\_

Name of Senior Center

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**\*\*\*A copy of this Acknowledgement must be kept on file at the local senior center. Additional copies must be sent to the AAA and the Alabama Department of Senior Services, Attn: Nick Nyberg, 201 Monroe Street, Suite 350, Montgomery, AL 36104.**

## PART II: Temp-checking/Screening, Documentation of Participants for Potential Contact Tracing

### Senior Center Access Guidelines



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- All senior center participants will be notified of the senior center reopening and will be mailed the Senior Center Access Guidelines and Daily Assessment Tool found on pages 2, 8 and 9 of these Guidelines.
- Participants, staff, and volunteers will be encouraged to “self-assess” before they come to the senior center by reviewing the Daily Assessment Tool and taking their temperature.
- Upon entry to the senior center for activities, all staff, volunteers, and participants will be required to have their temperature taken and respond to the Daily Assessment Tool.
- A place in the senior center should be designated with an impermeable partition to conduct assessments and take temperatures. Those in line for the assessment with people from different households should be socially distanced 6 feet apart (or, alternatively, be separated through an impermeable partition).
- The assessment tool and temperature check must be conducted by a senior center staff person.
- If a person answers “no” to all questions on the Assessment Tool and has a temperature less than 100.4 degrees, they may participate in activities at the senior center.
- If a person answers “yes” to any question or if they have a temperature greater than 100.4, they may not remain in the building or on senior center grounds and should seek medical care and/or COVID-19 testing if they have not already done so. Senior centers are encouraged to check on the health and well-being of a participant who answers “yes” to any question or who has a temperature higher than 100.4.
- Any person who does not gain entry to the building may be re-assessed after 10 days.

### COVID-19 Daily Assessment Tool

#### COVID-19 Daily Assessment Tool

Senior Center: \_\_\_\_\_ County: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

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Do you have a Fever (temperature over 100.4F) without having taken any fever reducing medications?	Yes	No
Do you have a recent Loss of Smell or Taste?	Yes	No
Do you have a Cough?	Yes	No
Do you have Muscle Aches?	Yes	No
Do you have a Sore Throat?	Yes	No
Do you have Shortness of Breath?	Yes	No
Do you have Chills?	Yes	No
Do you have a Headache?	Yes	No
Do you have Congestion or a Runny Nose?	Yes	No
Do you have Fatigue?	Yes	No
Have you experienced any gastrointestinal symptoms such as nausea/vomiting, diarrhea, loss of appetite?	Yes	No
Have you, or anyone you have been <u>in close contact with (within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period)</u> been diagnosed with COVID-19, or been quarantined for possible contact with COVID-19?	Yes	No
Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?	Yes	No
Are you currently awaiting the results of a COVID-19 test?	Yes	No
<p>If you reply YES to any of the questions on this checklist, you will not be allowed to enter the Senior Center today. If you have not already done so, you should seek medical care or COVID-19 testing.</p>		

Senior Center Sign-in Sheet

### Senior Center Sign-in Sheet

Senior Center: \_\_\_\_\_ County: \_\_\_\_\_ Date: \_\_\_\_\_

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My signature below confirms that I completed the COVID-19 Daily Assessment Tool today and answered **NO** to all questions.

Name	Telephone Number

*\*\*\*Please make appropriate copies. Use an individual page for each staff member, volunteer, and participant, and store in a secure location to maintain the privacy of health information.*

### PART III: Training and Compliance for Center Managers, Staff, Volunteers, and Participants: Sanitizing Facilities and Sanitizing Supplies

<p><b><u>Senior Centers (Municipalities):</u></b></p>	<p>Initial Considerations to Gauge Readiness to Reopen the Senior Center (Suggested considerations before limited or initial reopening of the senior center):</p>	<p>Contact and work with the local public health department on health and safety concerns regarding the pandemic. For example, consider contacting the local county health department for a walk-thru of the senior center and ask for recommendations for COVID-19 safety to gauge senior center readiness for reopening.</p> <p><b>Once a senior center reopens, all opening and closing decisions will be left to the site's local authorities, including municipalities, local public health departments, and other appropriate entities.</b></p> <p>Develop written protocols for screening staff, volunteers, and participants. For example, the CDC has a 2-page COVID Screen Tool (see CDC Handout in the Appendices) of questions to ask people before allowing them to enter certain buildings/spaces. ADSS has provided each senior center in Alabama a touchless thermometer which center managers should use to check their temperatures and the temperatures of staff, volunteers, and participants.</p> <p>Provide written information to participants on proper precautions to take while at the senior center; for example, participants should be aware of and receive information and training about hand hygiene guidelines and the necessity of respiratory etiquette, proper mask wearing, and social distancing (handouts and guidance are in the Appendices of this document). In addition, the participants should be informed that they will undergo the screening process in order to participate in senior center activities and may be assigned a seat in order to properly ensure safety through social distancing.</p> <p>Meals, whether indoors or outdoors, shall not be served for consumption at the senior center property. For morning activities, meals may be handed out to attendees as they depart the center. Participants who are not attending center activities on that day may</p>
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		<p>pick up meals by drive-thru pickup or request home delivery if available.</p> <p>Supplies will not be shared without following CDC guidelines for cleaning/disinfecting (for example: pens for signing in/out, weights or bands for exercise, etc.)</p> <p>Develop and train participants, center managers, staff, and volunteers on new cleaning protocols (See Appendices for Guidance on Cleaning/Disinfecting Information).</p> <p>Ensure that the senior center has hand sanitizer stations (See Appendices for Guidance and Signage on How to Hand Sanitize). A hand sanitizing station can be freestanding or a simple table with a bottle of hand sanitizer and signage for participants to recognize that this is a hand sanitizing station (for example, “Sanitize Your Hands Here” along with a poster/sign on “How to Sanitize Your Hands.”)</p> <p>Examine the size of the senior center facility for the number of people who can be at the senior center at one time and safely social distance.</p> <p>Develop written guidance for the center manager and staff if a participant or guest refuses to follow these Guidelines, or ordinance, order, protocols or procedures as developed by the municipality for the reopening of the senior center.</p>
	Supplies	<p>Ensure that center managers, staff, volunteers, and participants have adequate supplies (See below: <i>Supplies for Disinfecting</i> and <i>Supplies for Participants</i>).</p>
	Signage	<p>Ensure that the senior center has recommended signage posted in prominent places (See below: <i>Signs</i> and Appendices for Suggested Signage).</p>
	Written Plan and Training:	<p>Develop a form to document by whom, when, and where the senior center was cleaned (bathroom, kitchen, high touch areas, etc.).</p> <p>Center managers, staff, and volunteers must familiarize themselves with the training and education materials located in the Appendices and have a written plan regarding:</p> <ul style="list-style-type: none"> <li>• How to clean and disinfect the senior center;</li> </ul>

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		<ul style="list-style-type: none"> <li>• How to put on/remove/dispose of masks and gloves;</li> <li>• How to handwash;</li> <li>• How to social distance;</li> <li>• How to recognize the symptoms of COVID-19;</li> <li>• How to screen for COVID-19 (screening questions and temperature check with touchless thermometer provided by ADSS) (See <i>CDC Guidance to Community Facilities</i>);</li> <li>• How to document cleaning (who, when and where); and</li> <li>• How the center manager will respond to a participant or guest who refuses to follow these Guidelines and any or all established local guidance, orders/ordinances, policies, and protocols for reopening of the senior center.</li> </ul>
<b><u>Center Managers, Staff, Volunteers, and Participants:</u></b>	Training and education	<p>Center managers, staff, volunteers, and participants must familiarize themselves with the training and education materials located in the Appendices to these Guidelines:</p> <ul style="list-style-type: none"> <li>• Symptoms of COVID-19 and what to do if they have a symptom;</li> <li>• How to limit one's exposure to COVID-19 and how to limit the spread of COVID-19 by:               <ul style="list-style-type: none"> <li>○ Handwashing and hand sanitizing;</li> <li>○ Following respiratory etiquette;</li> <li>○ Properly wearing, washing/cleaning, and disposing of a face mask and/or gloves; and</li> <li>○ How to social distance; and</li> </ul> </li> <li>• New procedures for the senior center</li> </ul> <p>Center managers must familiarize themselves with the training and education materials contained in the Appendices to these Guidelines and ensure any staff and volunteers adhere to:</p> <ul style="list-style-type: none"> <li>• What to do if a participant or guest refuses to follow these Guidelines and any or all established local guidance, orders/ordinances, policies, and protocols for reopening the senior center.</li> <li>• How to identify the high touch areas of the senior center to determine surfaces that should</li> </ul>

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		<p>be cleaned and disinfected regularly (for example, surfaces that should be cleaned and disinfected after each group of seniors has attended the senior center). High touch areas include doorknobs, faucets, handles, tables, keyboards, door pulls, toilets, phones, remote controls, light switches, push bars, etc.</p> <ul style="list-style-type: none"> <li>• How to develop a plan to clean and disinfect high touch surfaces in accordance with the CDC guidelines. For example, the center manager will develop a plan that states when the senior center will be cleaned and disinfected, what areas will be cleaned and disinfected, and by whom.</li> </ul>
	Supplies for disinfecting	<p>Use CDC approved disinfectant or CDC approved mixture of bleach and water. If using a bleach solution, this should be made daily.</p> <p>Clean surface first with soap and water before disinfecting.</p> <p>You will need: gloves, a mask, paper towels, cleaning solution, and disinfecting solution. You may also need a face shield, gown, or covering.</p>
	Supplies for Center Managers, staff, volunteers, and participants	<ul style="list-style-type: none"> <li>• Masks;</li> <li>• Hand sanitizer;</li> <li>• Items needed for cleaning/disinfecting: Gowns or similar garment/apron to wear, if needed; Gloves; Face shields; and Disinfecting wipes</li> </ul>
	Center Managers must familiarize themselves with the training and education materials (located in the Appendices)	<ul style="list-style-type: none"> <li>• Putting on/removing/disposing of masks and gloves</li> <li>• How, when, where, and how often to clean/disinfect</li> </ul>
	Signs (suggested signs to be placed in prominent locations in the senior center)	<ul style="list-style-type: none"> <li>• Facemask: proper putting on and taking off;</li> <li>• Facemask: proper taking off and disposal;</li> <li>• Handwashing;</li> <li>• Hand sanitizing and other signs that may be needed to distinguish a hand sanitizing station;</li> <li>• Social distancing;</li> <li>• Symptoms of COVID-19; and</li> <li>• Stop the Spread of Germs (respiratory etiquette)</li> </ul>





## APPENDICES

### Appendix I: Suggested Guidance

*Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation*

*Cleaning and Disinfection for Community Facilities*

*Cleaning and Disinfecting Your Facility*

*When and How to Wash Your Hands*

*How to Safely Wear and Take Off a Mask*

*CDC Facilities COVID-19 Screening Questions*

*Stop the Spread of Germs*

*Six Steps for Safe and Effective Disinfectant Use*

*Facemasks Do's and Don'ts*

*How to Wash Your Hands Properly*

*Respiratory Etiquette*

*Stop Germs: Wash Your Hands*

### Appendix II: Recommended Signage

*Help Protect Yourself and Others (Social Distancing)*

*CDC Handwashing Poster*

*How to Remove Gloves*

*How to Safely Wear and Take Off a Mask*

*Stop the Spread of Germs*

*Tips for Social Distancing*

*Facemask Do's and Don'ts*

*Respiratory Etiquette*

## Appendix I: Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation

Ensure the safety of your occupants and building water system and devices

### Summary of Changes

#### As of September 22, 2020

- Added guidance for lead and copper in building water systems with low or no use
- Added guidance for mold awareness, monitoring, and remediation during and after prolonged building shutdowns
- Updated *Legionella* guidance for people with weakened immune systems and the use of respiratory protection when flushing water systems
- Updated title to reflect content

The temporary shutdown or reduced operation of a building and reductions in normal water use can create hazards for returning occupants. Check for hazards before reopening after a prolonged period of building inactivity. Hazards include [mold](#), [Legionella](#) (the cause of Legionnaires' disease), and [lead and copper contamination](#) from corroded plumbing. For mold, a "prolonged period" may be **days**, **weeks**, or **months** depending upon building-specific factors, season, and weather variables.<sup>1</sup> For *Legionella*, a "prolonged period" may be **weeks** or **months** depending on plumbing-specific factors, disinfectant residuals, water heater temperature set points, water usage patterns, and preexisting *Legionella* colonization.<sup>2</sup> For lead and copper, a "prolonged period" may be **hours**, **days**, **weeks**, or **months** depending on plumbing and water-specific factors, the amount of time the water remains stagnant inside the pipes, whether there are protective scales or coatings present inside pipes that prevent metals from leaching into water, and the materials used to build the plumbing system.<sup>3</sup> Note that additional hazards not discussed on this page may exist for returning occupants. These can include other hazards, such as [non-tuberculous mycobacteria](#), disinfection by-products, and sewer gases that enter buildings through dry sanitary sewer drain traps.

### Mold

Mold will grow on building materials where there is moisture, produced from leaks or condensation from roofs, windows, or pipes, or from a flood. Mold can grow on a variety of surfaces, such as ceiling tiles, wallpaper, insulation, drywall, carpet, and fabric. People with asthma and other respiratory conditions and those with mold allergy or weakened immune systems should avoid buildings suspected or confirmed to have mold

contamination. Ensure that your building does not have mold after a prolonged shutdown to maintain a safe working environment for returning occupants.

### 5 steps to minimize mold risk during and after a prolonged shutdown

1. Maintain indoor humidity as low as possible, not exceeding 50%, as measured with a humidity meter. Building managers may consider continuous monitoring of indoor humidity using a digital hygrometer, ideally more than once daily, to minimize the need to access the building.
2. After a prolonged shutdown and before occupants return, buildings should be assessed for mold and excess moisture.
  - a. Building inspections by trained industrial hygienists can recognize dampness or mold by sight or odor, without the need for sampling and laboratory analysis. NIOSH offers [tools and instructions](#) to assess dampness and mold in [schools and general buildings](#). These tools can be used by building maintenance staff as well as industrial hygienists.
  - b. If dampness or mold is detected, address the source of water entry first. Clean-up and remediation should then be conducted before the building is reoccupied. Plan the remediation before beginning work. Resources for remediation of buildings and homes with mold are provided by [NIOSH](#), the [New York City Department of Health and Mental Hygiene](#), the [Environmental Protection Agency](#) (EPA), and [CDC](#).
3. After an assessment has confirmed that mold and moisture are not detected (Step 2a), OR after remediation has been completed (Step 2b), a building HVAC system that has not been active during a prolonged shutdown should be operated for at least 48 to 72 hours (known as a “flush out” period) before occupants return.
  - a. During this period, open outdoor air dampers to the maximum setting that still allows desired indoor air temperatures.
  - b. If an odor is detected that suggests mold growth (such as a musty smell) after the “flush out” period, look for mold that may not have been identified earlier. If mold is found, conduct remediation as described in Step 2b.
  - c. Continue the “flush out” process until no odors are apparent.
  - d. The condition of HVAC filters used during the “flush out” period should be carefully assessed prior to building occupancy and replaced with new or clean filters as necessary.
4. After a building is reopened and occupied, routine (e.g., weekly) checks of the HVAC system are recommended to ensure operating efficiency.
  - a. During HVAC checks, inspect and replace filters as indicated or needed.
  - b. The frequency of HVAC system checks can be gradually reduced (e.g., monthly, quarterly), depending on the operational and maintenance specifications for the HVAC system.

- c. Maintain indoor temperature and relative humidity within ranges recommended in [ASHRAE Standard 55-2017, Thermal Environmental Conditions for Human Occupancy](#).
- 5. If no routine HVAC operation and maintenance program is in place for the building, one should be developed and implemented. At a minimum, consider including the following:
  - a. Inspection and maintenance of HVAC components
  - b. Calibration of HVAC system controls
  - c. HVAC testing and balancing

*Content adapted from the National Institute for Occupational Safety and Health [NIOSH] [Heating, Ventilation, and Air Conditioning \[HVAC\] Cleaning and Remediation guidance](#).*

Additional information and CDC guidance on controlling dampness issues that result in indoor mold growth, as well as on renovation and remediation if indoor mold has become an issue is available from [NIOSH](#).

### ***Legionella and Legionnaires' disease***

Stagnant or standing water in a plumbing system can increase the risk for growth and spread of *Legionella* and other biofilm-associated bacteria. When water is stagnant, hot water temperatures can decrease to the *Legionella* growth range (77–108°F, 25–42°C). Stagnant water can also lead to low or undetectable levels of disinfectant, such as chlorine. Ensure that your water system is safe to use after a prolonged shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

People at increased risk of developing Legionnaires' disease, such as those with weakened immune systems, should consult with a medical provider regarding participation in flushing, cooling tower cleaning, or other activities that may generate aerosols. Wearing a half-face air-purifying respirator equipped with an N95 filter, or an N95 filtering facepiece, may be appropriate in enclosed spaces where aerosol generation is likely. Respirators must be used in accordance with a comprehensive respiratory protection program, which includes fit testing, training, and medical clearance ahead of their use (see [OSHA standard 29 CFR 1910.134](#) and [OSHA Legionellosis website](#)). For more information about N95 respirators, visit the NIOSH [National Personal Protective Technology Laboratory \(NPPTL\) website](#).

### **8 steps to minimize *Legionella* risk before your business or building reopens**

1. Develop a comprehensive water management program (WMP) for your water system and all devices that use water. Guidance to help with these processes are the following:
  - a. [Water Management Program Toolkit](#):  
This toolkit is designed to help people understand which buildings and devices need a *Legionella* water management program to reduce the risk of Legionnaires' disease, what makes a good program, and how to develop it.
  - b. [Preventing Legionnaires' Disease](#): A Training on *Legionella* Water Management Programs (PreventLD Training):  
Take this training from CDC and partners on creating a water management program to reduce risk of Legionnaires' disease. PreventLD Training aligns with industry standards on managing risk of *Legionella* bacteria.
  - c. [Hotel Guidance](#):  
Considerations for Hotel Owners and Managers: How to Prevent Legionnaires' Disease
  - d. [Operating Public Hot Tubs/Spas](#)
  - e. [Reduce Risk from Water: Plumbing to Patients](#):  
Water management programs in healthcare facilities are an important way to help protect vulnerable patient populations as well as staff and visitors.
  - f. [Preventing Occupational Exposure to \*Legionella\*](#)
2. Ensure your water heater is properly maintained and the temperature is correctly set.
  - a. Determine if your manufacturer recommends draining the water heater after a prolonged period of disuse. Ensure that all maintenance activities are carried out according to the manufacturer's instructions or by professionals.
  - b. Make sure that your water heater is set to at least 140°F.
  - c. Higher temperatures can further reduce the risk of *Legionella* growth but ensure that you take measures to prevent scalding.
3. Flush your water system
  - a. Flush hot and cold water through all points of use (e.g., showers, sink faucets)
    - i. Flushing may need to occur in segments (e.g., floors, individual rooms) due to facility size and water pressure. The purpose of building flushing is to replace all water inside building piping with fresh water.
  - b. Flush until the hot water reaches its maximum temperature. Where possible, hot water at the tap should reach at or above 120°F. Anti-scalding controls and devices may limit the maximum temperature at the point of use.
  - c. Care should be taken to minimize splashing and aerosol generation during flushing.

- d. Other water-using devices, such as ice machines, may require additional cleaning steps in addition to flushing, such as discarding old ice. Follow water-using device manufacturers' instructions.
4. Clean all decorative water features, such as fountains
  - a. Be sure to follow any recommended manufacturer guidelines for cleaning.
  - b. Ensure that decorative water features are free of visible slime or biofilm.
  - c. After the water feature has been re-filled, measure disinfectant levels to ensure that the water is safe for use.
5. Ensure hot tubs/spas are safe for use
  1. Check for existing guidelines from your local or state regulatory agency before use
  2. Ensure that hot tubs/spas are free of visible slime or biofilm before filling with water
  3. Perform a hot tub/spa disinfection procedure before use
    - i. [CDC Hot Tub Disinfection Guidance](#) (follow Steps 4–9 and 12–13).
    - ii. Facilities may decide to test the hot tub/spa for *Legionella* before returning to service if previous device maintenance logs, bacterial testing results, or associated cases of Legionnaires' disease indicate an elevated level of risk to occupants. All *Legionella* testing decisions should be made in consultation with facility water management program staff along with relevant public health authorities.
6. Ensure cooling towers are clean and well-maintained
  - a. Ensure that cooling towers are maintained (including start-up and shut-down procedures) per manufacturer's guidelines and industry best practices.
    - i. [Guidance on start-up and shut-down procedures from the Cooling Technology Institute \(CT 159\)](#)
  - b. Ensure that the tower and basin are free of visible slime, debris, and biofilm before use.
    - i. If the tower appears well-maintained, perform an online disinfection procedure.
      - [Guidance on disinfection procedures from the Cooling Technology Institute](#)
7. Ensure safety equipment including fire sprinkler systems, eye wash stations, and safety showers are clean and well-maintained
  - a. Regularly flush, clean, and disinfect these systems according to manufacturers' specifications.
8. Maintain your water system
  - a. Consider contacting your local water utility to learn about any recent disruptions in the water supply. This could include working with the local

water utility to ensure that standard checkpoints near the building or at the meter to the building have recently been checked or request that disinfectant residual entering the building meets expected standards.

- b. After your water system has returned to normal, ensure that the risk of *Legionella* growth is minimized by regularly checking water quality parameters such as temperature, pH, and disinfectant levels.
- c. Follow your water management program, document activities, and promptly intervene when unplanned program deviations arise.

### **Lead and Copper in Building Water Systems with Low or No Use**

Metals, such as [lead](#) and [copper](#), can enter drinking water in a building from corrosion of a building's plumbing (pipes, fixtures). Corrosion is a chemical reaction that dissolves or wears away metal from pipes and fixtures. Corrosion may occur during long periods of low or no water use, leading to potentially high levels of lead or other metals in the building's drinking water. [Lead is harmful to health](#), especially for children, as there is no known safe level in children's blood. For more information on corrosion and how lead gets into water, visit [CDC's Lead in Drinking Water webpage](#) or [EPA's Basic Information About Lead in Drinking Water website](#).

Additionally, water sitting stagnant (not flowing) in the pipes can make the water chemistry more corrosive over time and use up any corrosion control chemicals added by water utilities to limit the release of lead and copper. This may further disturb protective pipe scales or coatings inside plumbing materials. If pipe scales are disrupted, lead and copper could continue to be released at higher levels until the scales are restored after the building returns to normal operations.

To prevent high levels of lead and copper in the drinking water while there is low or no use of the building, follow [EPA's Maintaining or Restoring Water Quality in Buildings with Low or No Use](#) guidance. This guidance has strategies to maintain the water quality in the building and prevent water stagnation. Maintaining water quality will flush potentially corrosive water and disrupted pipe scale containing lead out of the pipes. It will ensure fresh water containing proper levels of corrosion control chemicals is brought into the building and help restore any disrupted pipe scales prior to building opening.

**Take additional steps to reduce lead and copper in drinking water.** Preventing stagnation does not completely prevent the release of lead into drinking water and may require additional steps, including:

1. **Learn about the water coming into your building.**

Contact your water utility if you'd like to receive a copy of their latest annual drinking water quality consumer confidence report. More information and ways to locate these reports is available from [EPA](#). If your water comes from a private well or water supply, check with your health department for information on water quality in your area.

**2. Test your water for lead.**

If you are served by a water utility, they may test your water upon request. You may also contact laboratories certified to test for lead in water. For information on locating these laboratories, see [EPA's List of laboratories included in the National Lead Laboratory Accreditation Program](#).

- 3. Sample from faucets used for drinking water or cooking**, including drinking fountains, breakroom and/or kitchen sinks, and any kitchen kettle (large containers used for cooking) filler outlets. Do not sample from faucets not used for drinking water or cooking, such as sinks in janitor closets or outdoor hoses.

**4. Use cold water.**

Use only cold water for drinking and cooking. Water that comes out of the tap warm or hot can have higher levels of lead. Remember, boiling water does not remove lead from water.

**5. Clean your aerators.**

Regularly clean faucet screens (also known as aerators). Sediment, debris, and lead particles can collect in your aerator. If lead particles are caught in the aerator, lead can get into your water.

**6. Use filters properly.**

If you use filters, make sure they are certified to remove lead. Follow manufacturer instructions for installation and maintenance. Replace filter cartridges before they expire to maintain their effectiveness. Do not run hot water through filters. Find more information about choosing a filter certified to reduce lead on [EPA's website](#).

<sup>1</sup> For example, a building that is damp and has poor ventilation in a humid region might develop mold growth in a few days that will proliferate unless these conditions change. In contrast, a building that is dry and well-ventilated in a arid climate might not develop significant mold growth for weeks, months, or at all.



<sup>2</sup> For example, a building potable water system with extensive dead-legs, low disinfectant residuals, tepid hot water temperatures, minimal water flow, and an established *Legionella* biofilm might promote substantial *Legionella* growth and dissemination in weeks or months. In contrast, a building with an efficiently designed potable water system that maintains high disinfectant residuals, elevated hot water temperatures, regular water flow, and has no preexisting *Legionella* population may not support *Legionella* colonization at all.

<sup>3</sup> For example, a building potable water system with a lead service line, lead-soldered plumbing fittings, elevated water temperature, and low mineral content would create conditions conducive for lead to leach into the water in a few hours. In contrast, a building water system constructed with lead-free plumbing materials and supplied with water that contains corrosion control chemicals would prevent metals from leaching into the water system and reduce or eliminate exposure.

### Additional Resources

- [NIOSH Workplace Solutions: Preventing Occupational Exposure to \*Legionella\*](#)
- [CDC Model Aquatic Health Code](#)
- [CDC Healthcare Water System Repair and Recovery Following a Boil Water Advisory or Disruption of Water Supply](#)
- [ASHRAE Standard 188: Legionellosis Risk Management For Building Water Systems](#)
- [ASHRAE Guideline 12: Minimizing the Risk of Legionellosis Associated with Building Water Systems](#)
- [Cooling Technology Institute Legionellosis Guideline 2008 \(WTP148\)](#)
- [Cooling Technology Institute Legionellosis Guideline 2020 \(GLD159\)](#)
- [EPA Maintaining or Restoring Water Quality in Buildings with Low or No Use](#)
- [American Water Works Association: Responding to Water Stagnation in Buildings with Reduced or No Water Use](#)

### Appendix I: Recommended Guidance / Cleaning and Disinfection for Community Facilities

#### Interim Recommendations for U.S. Community Facilities with Suspected/Confirmed Coronavirus Disease 2019 (COVID-19)

Updated Sept. 10, 2020

##### **Background**

There is much to learn about the novel coronavirus (SARS-CoV-2) that causes [coronavirus disease 2019](#) (COVID-19). Based on what is currently known about the virus and about similar coronaviruses that cause SARS and MERS, spread from person-to-person happens most frequently among close contacts (within about 6 feet). This type of transmission occurs via respiratory droplets, but disease transmission via infectious aerosols is currently uncertain. Transmission of SARS-CoV-2 to persons from surfaces contaminated with the virus has not been documented. Transmission of coronavirus occurs much more commonly through respiratory droplets than through objects and surfaces, like doorknobs, countertops, keyboards, toys, etc. Current evidence suggests that SARS-CoV-2 may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings.

It is unknown how long the air inside a room occupied by someone with confirmed COVID-19 remains potentially infectious. Facilities will need to consider factors such as the size of the room and the ventilation system design (including flowrate [air changes per hour] and location of supply and exhaust vents) when deciding how long to close off rooms or areas used by ill persons before beginning disinfection. Taking measures to improve ventilation in an area or room where someone was ill or suspected to be ill with COVID-19 will help shorten the time it takes respiratory droplets to be removed from the air.

##### **Purpose**

This guidance provides recommendations on the cleaning and disinfection of rooms or areas occupied by those with suspected or with confirmed COVID-19. It is aimed at limiting the survival of SARS-CoV-2 in key environments. These recommendations will be updated if additional information becomes available.

These guidelines are focused on community, non-healthcare facilities such as schools, institutions of higher education, offices, daycare centers, businesses, and community centers that do, and do not, house persons overnight. These guidelines are not

meant for [cleaning staff in healthcare facilities](#) or repatriation sites, [households](#), or for others for whom specific guidance already exists.

### Definitions

- *Community facilities* such as schools, daycare centers, and businesses comprise most non-healthcare settings that are visited by the general public outside of a household.
- *Cleaning* refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.
- *Disinfecting* works by using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

### Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility

#### Timing and location of cleaning and disinfection of surfaces

At a school, daycare center, office, or other facility that **does not house people overnight**:

Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.

**Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill persons, focusing especially on frequently touched surfaces.**

At a facility that **does house people overnight**:

Follow Interim Guidance for [US Institutions of Higher Education](#) on working with state and local health officials to isolate ill persons and provide temporary housing as needed. Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.

In areas where ill persons are being housed in isolation, follow [Interim Guidance for Environmental Cleaning and Disinfection for U.S. Households with Suspected or Confirmed Coronavirus Disease 2019](#). This includes **focusing on cleaning and disinfecting common areas where staff/others providing services may come into**

**contact with ill persons but reducing cleaning and disinfection of bedrooms/bathrooms used by ill persons to as-needed.**

In areas where ill persons have visited or used, continue routine cleaning and disinfection as in this guidance.

If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

## **How to Clean and Disinfect**

### **Hard (non-porous) surfaces**

Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer's instructions for cleaning and disinfection products used. [Clean hands](#) immediately after gloves are removed.

If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

- **Always read and follow the directions on the label** to ensure safe and effective use.
- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets
- You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm. Do not wipe or bathe pets with these products or any other products that are not approved for animal use.
- See [EPA's 6 steps for Safe and Effective Disinfectant](#).
- Special considerations should be made for people with asthma and they should not be present when cleaning and disinfecting is happening as this can trigger asthma exacerbations. [Learn more about reducing asthma triggers](#).

**Disinfect with a household disinfectant on [List N: Disinfectants for use against SARs-CoV-2](#)<sup>external icon</sup>**, the virus that causes COVID 19. Follow the manufacturer's

instructions for all cleaning and disinfection products. Read the product label for the correct concentration to use, application method, and contact time.

Diluted household bleach solutions can be used if appropriate for the surface.

Unexpired household bleach will be effective against coronaviruses when properly diluted:

- Use bleach containing 5.25%–8.25% sodium hypochlorite. Do not use a bleach product if the percentage is not in this range or is not specified.
- Follow the manufacturer's application instructions for the surface, ensuring a contact time of at least 1 minute.
- Ensure proper ventilation during and after application.
- Check to ensure the product is not past its expiration date.
- Never mix household bleach with ammonia or any other cleanser. This can cause fumes that may be very dangerous to breathe in.

Prepare a bleach solution by mixing:

- 5 tablespoons (1/3<sup>rd</sup> cup) of 5.25%–8.25% bleach per gallon of room temperature water or
- 4 teaspoons of 5.25%–8.25% bleach per quart of room temperature water
- Bleach solutions will be effective for disinfection up to 24 hours.

Alcohol solutions with at least 70% alcohol may also be used.

**Cleaning staff and others should [clean](#) hands often**, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

**Always read and follow the directions on the label** to ensure safe and effective use.

Keep hand sanitizers away from fire or flame

For children under six years of age, hand sanitizer should be used with adult supervision

Always store hand sanitizer out of reach of children and pets

See [FDA's Tips for Safe Sanitizer Use](#) and [CDC's Hand Sanitizer Use Considerations](#)

Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.

Additional key times to clean hands include:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.

- Before and after providing routine care for another person who needs assistance such as a child.

### **Soft (porous) surfaces**

For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:

- If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
- Otherwise, use products [that are EPA-approved for use against the virus that causes COVID-19](#)[external icon](#) and that are suitable for porous surfaces

### **Electronics**

For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present. Follow the manufacturer's instructions for all cleaning and disinfection products. Consider use of wipeable covers for electronics. If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

### **Linens, clothing, and other items that go in the laundry**

In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry. Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items. Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

### **Personal Protective Equipment (PPE) and Hand Hygiene**

**The risk of exposure to cleaning staff is inherently low. Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.** Gloves and gowns should be compatible with the disinfectant products being used. Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash. Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to [clean hands](#) after removing gloves. If gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterwards. Clean hands after handling dirty laundry. Gloves should be removed after cleaning a room or area occupied by ill persons. [Clean hands](#) immediately after gloves are removed. Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their

supervisor. **Cleaning staff and others should [clean](#) hands often**, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water. Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.

Additional key times to clean hands include:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance such as a child.

### **Additional Considerations for Employers**

Employers should work with their local and state health departments to ensure appropriate local protocols and guidelines, such as updated/additional guidance for cleaning and disinfection, are followed, including for identification of new potential cases of COVID-19. Employers should educate staff and workers performing cleaning, laundry, and trash pick-up activities to recognize the symptoms of COVID-19 and provide instructions on what to do if they develop [symptoms](#) within 14 days after their last possible exposure to the virus. At a minimum, any staff should immediately notify their supervisor and the local health department if they develop symptoms of COVID-19. The health department will provide guidance on what actions need to be taken. Employers should develop policies for worker protection and provide training to all cleaning staff on site prior to providing cleaning tasks. Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE. Employers must ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200external icon](#)). Employers must comply with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030external icon](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132external icon](#)).

### **Additional Resources**

[OSHA COVID-19](#)

[CDC Home Care Guidance](#)

[CDC COVID-19 Environmental Cleaning and Disinfection Guidance for Households](#)

[CDC Home Care Guidance for People with Pets](#)

[Find Answers to Common Cleaning and Disinfection Questions](#)

EPA's 6 Steps for Safe and Effective Disinfectant

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>



### Appendix I: Cleaning and Disinfecting Your Facility

#### Every Day and When Someone is Sick

Updated Apr. 5, 2021

The virus that causes COVID-19 can land on surfaces. It's possible for people to become infected if they touch those surfaces and then touch their nose, mouth, or eyes. In most situations, the [risk of infection from touching a surface is low](#). The most reliable way to prevent infection from surfaces is to [regularly wash hands or use hand sanitizer](#).

#### **Cleaning and disinfecting surfaces can also reduce the risk of infection.**

Always follow standard practices and appropriate regulations specific to your type of facility for minimum standards for cleaning and disinfection. This guidance is indicated for buildings in community settings and is *not* intended for [healthcare settings](#) or for [other facilities](#) where specific regulations or practices for cleaning and disinfection may apply.

#### **When to Clean and When to Disinfect**

Cleaning with products containing soap or detergent reduces germs on surfaces by removing contaminants and may also weaken or damage some of the virus particles, which decreases risk of infection from surfaces.

When no people with confirmed or suspected COVID-19 are known to have been in a space, [cleaning once a day is usually enough](#) to sufficiently remove virus that may be on surfaces and help maintain a healthy facility.

Disinfecting (using [U.S. Environmental Protection Agency \(EPA\)'s List N](#)) kills any remaining germs on surfaces, which further reduces any risk of spreading infection.

**You may want to either clean more frequently or choose to disinfect (in addition to cleaning) in shared spaces if certain conditions apply that can increase the risk of infection from touching surfaces:**

- High transmission of COVID-19 in your community,
- Low number of people wearing masks,
- Infrequent hand hygiene, or
- The space is occupied by certain populations, such as people at [increased risk for severe illness from COVID-19](#)

**If there has been a sick person or someone who tested positive for COVID-19 in your facility within the last 24 hours, you should clean AND disinfect the space.**

### **Routine Cleaning**

#### **Develop Your Plan**

##### **Determine What Needs to Be Cleaned**

Consider the [type of surface](#) and how often the surface is touched. Generally, the more people who touch a surface, the higher the risk. Prioritize cleaning high-touch surfaces.

##### **Determine How Often To Clean**

- High-touch surfaces should be cleaned at least once a day.
- More frequent cleaning might be needed when the space is occupied by [young children](#) and others who may not consistently wear masks, wash hands, or cover coughs and sneezes.
- If the space is a high traffic area, or if [certain conditions](#) apply, you may choose to clean more frequently.

##### **Determine If Regular Disinfection Is Needed**

In most situations, regular cleaning (at least once a day) is enough to sufficiently remove virus that may be on surfaces. However, if certain conditions apply, you may choose to disinfect after cleaning.

##### **Consider the Resources and Equipment Needed**

Keep in mind the availability of cleaning products and the personal protective equipment (PPE) appropriate for cleaners and disinfectants (if needed).

#### **Implement**

##### **Clean High-Touch Surfaces**

Clean high-touch surfaces at least once a day or as often as determined is necessary. Examples of high-touch surfaces include: pens, counters, shopping carts, tables, doorknobs, light switches, handles, stair rails, elevator buttons, desks, keyboards, phones, toilets, faucets, and sinks.

##### **Protect Yourself and Other Cleaning Staff**

- Ensure cleaning staff are trained on proper use of cleaning (and disinfecting, if applicable) products.
- Wear [gloves](#) for all tasks in the cleaning process.
- [Wash your hands](#) with soap and water for 20 seconds after cleaning. Be sure to wash your hands immediately after removing gloves.
  - If hands are visibly dirty, always wash hands with soap and water.
  - If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol, and wash with soap and water as soon as you can.
- Special considerations should be made for people with asthma. Some cleaning and disinfection products can trigger asthma. [Learn more about reducing your chance of an asthma attack while disinfecting to prevent COVID-19.](#)

### Disinfect Safely When Needed

#### If you determine that regular disinfection may be needed

- If your disinfectant product label does not specify that it can be used for both cleaning and disinfection, clean visibly dirty surfaces with soap or detergent before disinfection.
- Use a disinfectant product from the [EPA List N](#) that is effective against COVID-19. Check that the [EPA Registration number](#) on the product matches the registration number in the List N search tool. See [Tips on using the List N Tool](#).
  - If products on [EPA List N: Disinfectants for Coronavirus \(COVID-19\)](#) are not available, [bleach solutions](#) can be used if appropriate for the surface.
- **Always follow the directions on the label** to ensure safe and effective use of the product. The label will include safety information and application instructions. Keep disinfectants out of the reach of children. Many products recommend keeping the surface wet with a disinfectant for a certain period (see product label).
- **Always take necessary safety precautions.**
  - Ensure adequate [ventilation](#) while using the product.
  - Wear [gloves](#). Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. Additional PPE, such as glasses or goggles, might be required depending on the cleaning/disinfectant products being used and whether there is a risk of splash.
- **Use chemical disinfectants safely! Always read and follow the directions on the label** of cleaning and disinfection products to ensure safe and effective use.
  - Wear gloves and consider glasses or goggles for potential splash hazards to eyes.
  - Ensure adequate ventilation (for example, open windows).
  - Use only the amount recommended on the label.
  - If diluting with water is indicated for use, use water at room temperature (unless stated otherwise on the label).

- Label diluted cleaning or disinfectant solutions.
- Store and use chemicals out of the reach of children and pets.
- Do not mix products or chemicals.
- Do not eat, drink, breathe, or inject cleaning and disinfection products into your body or apply directly to your skin. They can cause serious harm.
- Do not wipe or bathe people or pets with any surface cleaning and disinfection products.

See [EPA's Six Steps for Safe and Effective Disinfectant Use](#)

### **Alternative Disinfection Methods**

- The effectiveness of [alternative surface disinfection methods](#), such as ultrasonic waves, high intensity UV radiation, and LED blue light against the virus that causes COVID-19 has not been fully established.
- CDC does not recommend the use of sanitizing tunnels. Currently, there is no evidence that sanitizing tunnels are effective in reducing the spread of COVID-19. Chemicals used in sanitizing tunnels could cause skin, eye, or respiratory irritation or injury.
- In most cases, fogging, fumigation, and wide-area or electrostatic spraying is not recommended as a primary method of surface disinfection and has several safety risks to consider.

### **Clean and Disinfect Specific Types of Surfaces**

#### **Soft surfaces such as carpet, rugs, and drapes**

- Clean the surface using a product containing soap, detergent, or other type of cleaner appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- If you need to disinfect, use a product from [EPA List N](#) approved for use on soft surfaces
- [Vacuum as usual](#).

#### **Laundry such as clothing, towels, and linens**

- Use the warmest appropriate water setting and dry items completely.
- It is safe to wash dirty laundry from a person who is sick with other people's items.
- If handling dirty laundry from a person who is sick, wear [gloves](#) and a [mask](#).
- Clean clothes hampers or laundry baskets according to guidance for surfaces.
- Wash hands after handling dirty laundry.

### **Electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines**

- Consider putting a wipeable cover on electronics, which makes cleaning and disinfecting easier.
- Follow the manufacturer's instructions and recommendations for cleaning the electronic device.
- For electronic surfaces that need to be disinfected, use a product on [EPA List N](#) that meets manufacturer's recommendations. Many of the products for electronics contain alcohol because it dries quickly.

### **Outdoor areas**

- Spraying cleaning products or disinfectants in outdoor areas – such as on sidewalks, roads, or groundcover – is **not** necessary, effective, or recommended.
- High-touch surfaces made of plastic or metal, such as grab bars, play structures, and railings, should be cleaned regularly.
- Cleaning and disinfection of wooden surfaces (such as wood play structures, benches, tables) or groundcovers (such as mulch and sand) is not recommended.

### **Clean and Disinfect Your Facility When Someone is Sick**

If there has been a sick person or someone who tested positive for COVID-19 in your facility within the last 24 hours, you should clean and disinfect the spaces they occupied.

#### **Before cleaning and disinfecting**

- Close off areas used by the person who is sick and do not use those areas until after cleaning and disinfecting.
- Wait as long as possible (at least several hours) before you clean and disinfect.

#### **While cleaning and disinfecting**

- Open doors and windows and use fans or HVAC (heating, ventilation, and air conditioning) settings to [increase air circulation in the area](#).
- Use products from [EPA List N](#) according to the instructions on the product label.
- [Wear a mask](#) and [gloves](#) while cleaning and disinfecting.
- Focus on the immediate areas occupied by the person who is sick or diagnosed with COVID-19 unless they have already been cleaned and disinfected.
- [Vacuum the space if needed](#). Use a vacuum equipped with high-efficiency particulate air (HEPA) filter and bags, if available.

- While vacuuming, temporarily turn off in-room, window-mounted, or on-wall recirculation heating, ventilation, and air conditioning systems to avoid contamination of HVAC units.
- Do NOT deactivate central HVAC systems. These systems provide better filtration capabilities and introduce outdoor air into the areas that they serve.
- It is safe to wash dirty laundry from a person who is sick with COVID-19 with other people's items, if needed.
- Ensure safe and correct use and storage of cleaning and disinfectant products, including storing such products securely and using PPE needed for the cleaning and disinfection products.

**If less than 24 hours have passed** since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.

**If more than 24 hours have passed** since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. You may choose to also disinfect depending on [certain conditions](#) or everyday practices required by your facility.

**If more than 3 days have passed** since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.

### **Additional Considerations for Employers and Facility Operators**

- Educate workers who clean, wash laundry, and pick up trash to recognize the symptoms of COVID-19.
- Develop policies to protect and train workers before assigning cleaning and disinfecting tasks.
  - To protect workers from hazardous chemicals, training should include when to use PPE, what PPE is necessary (refer to Safety Data Sheet for specific cleaning and disinfection products), how to properly put on, use, and take off PPE, and how to properly dispose of PPE.
- Ensure workers are trained to read labels on the [hazards](#) of the cleaning and disinfecting chemicals used in the workplace according to OSHA's Hazard Communication standard ([29 CFR 1910.1200](#)).
- Comply with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)).

This guidance is indicated for cleaning and disinfecting buildings in community settings to reduce the risk of COVID-19 spreading. This guidance is **not** intended for healthcare

settings or for operators of facilities such as food and agricultural production or processing workplace settings, manufacturing workplace settings, or food preparation and food service areas where specific regulations or practices for cleaning and disinfection may apply.

### Additional Resources

- [Cleaning and Disinfecting Transport Vehicles](#)
- [Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation](#)
- [Building Ventilation](#)
- [Cleaning, Disinfection, and Hand Hygiene in Schools – a Toolkit for School Administrators](#)
- [Cleaning and Disinfecting Your Home](#)

### Appendix I: Recommended Guidance /When and How to Wash Your Hands

During the Coronavirus Disease 19 (COVID-19) pandemic, keeping hands clean is especially important to help prevent the virus from spreading. Read more about [how to protect yourself and others](#).



**Handwashing is one of the best ways to protect yourself and your family from getting sick. Learn when and how you should wash your hands to stay healthy.**

#### **How Germs Spread**

Washing hands can keep you healthy and prevent the spread of respiratory and diarrheal infections from one person to the next. Germs can spread from other people or surfaces when you:

- Touch your eyes, nose, and mouth with unwashed hands
- Prepare or eat food and drinks with unwashed hands
- Touch a contaminated surface or objects
- Blow your nose, cough, or sneeze into hands and then touch other people's hands or common objects

#### **Key Times to Wash Hands**

You can help yourself and your loved ones stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:

- **Before, during, and after** preparing food
- **Before and after** eating food
- **Before and after** caring for someone at home who is sick with vomiting or diarrhea



- **Before** and **after** treating a cut or wound
- **After** using the toilet
- **After** [changing diapers or cleaning up a child who has used the toilet](#)
- **After** blowing your nose, coughing, or sneezing
- **After** touching an animal, animal feed, or animal waste
- **After** handling pet food or pet treats
- **After** touching garbage

The guidance for the list of key times to wash hands was developed based on data from a number of studies. There can also be other times when it is important to wash hands.

**To prevent the spread of germs during the COVID-19 pandemic, you should also wash your hands with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol to clean hands BEFORE and AFTER:**

- Touching your eyes, nose, or mouth
- Touching your mask
- Entering and leaving a public place
- Touching an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens

### **Follow Five Steps to Wash Your Hands the Right Way**

Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.

**Follow these five steps every time.**

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

**[Why? Read the science behind the recommendations.](#)**

Use Hand Sanitizer When You Can't Use Soap and Water



You can use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based [hand sanitizer](#) that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.

**Sanitizers can quickly reduce the number of germs on hands in many situations. However,** Sanitizers do **not** get rid of all types of germs. Hand sanitizers may not be as effective when hands are visibly dirty or greasy. Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals. **Caution!** Swallowing alcohol-based hand sanitizers can cause alcohol poisoning if more than a couple of mouthfuls are swallowed. [Keep it out of reach of young children and supervise their use.](#)

### How to Use Hand Sanitizer

1. Apply the gel product to the palm of one hand (read the label to learn the correct amount).
2. Rub your hands together.
3. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.



**CLEAN  
HANDS KEEP  
YOU HEALTHY.**

Wash your hands with soap  
and water for at least  
**20 SECONDS.**

LIFE IS BETTER WITH  
**CLEAN  
HANDS**

[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)



This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.

CDC's Handwashing Campaign: *Life is Better with Clean Hands*

CDC's *Life is Better with Clean Hands* campaign encourages adults to make handwashing part of their everyday life and encourages parents to wash their hands to set a good example for their kids. Visit the [Life is Better with Clean Hands](#) campaign page to download resources to help promote handwashing in your community.

For more information on handwashing, visit CDC's [Handwashing website](#) or call 1-800-CDC-INFO.

More Information

[Frequent Questions About Hand Hygiene](#)

[Healthy Habits to Help Prevent Flu](#)

[Hand Hygiene in Healthcare Settings](#)

[Health Promotion Materials](#)

[Training and Education](#)

[Personal Hygiene During and Emergency](#)

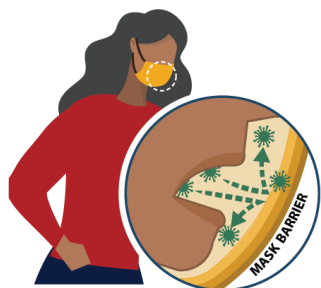
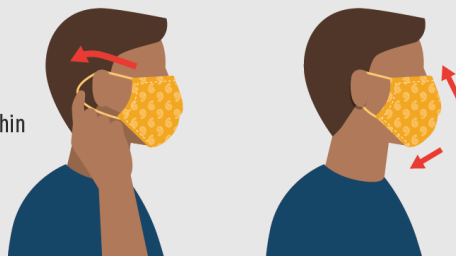
## Appendix I: Recommended Guidance / How to Safely Wear and Take Off a Mask

### How to Safely Wear and Take Off a Mask

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

#### WEAR YOUR FACE MASK CORRECTLY

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



#### USE THE MASK TO HELP PROTECT OTHERS

- Wear a mask to help protect others in case you're infected but don't have symptoms
- Keep the mask on your face the entire time you're in public
- Don't put the mask around your neck or up on your forehead
- Don't touch the mask, and, if you do, clean your hands

#### FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



#### TAKE OFF YOUR MASK CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



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**Personal masks are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.**

For instructions on making a cloth face covering, see:



**[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)**





# SENIOR CENTER REOPENING GUIDELINES

TODAY'S DATE: \_\_\_\_\_




<b>CDC FACILITIES COVID-19 SCREENING</b> <small>Accessible version available at <a href="https://www.cdc.gov/screening/">https://www.cdc.gov/screening/</a></small>		
PLEASE READ EACH QUESTION CAREFULLY	PLEASE CIRCLE THE ANSWER THAT APPLIES TO YOU	
<b>1. Have you experienced any of the following symptoms in the past 48 hours:</b> <ul style="list-style-type: none"> <li>• fever or chills</li> <li>• cough</li> <li>• shortness of breath or difficulty breathing</li> <li>• fatigue</li> <li>• muscle or body aches</li> <li>• headache</li> <li>• new loss of taste or smell</li> <li>• sore throat</li> <li>• congestion or runny nose</li> <li>• nausea or vomiting</li> <li>• diarrhea</li> </ul>	YES	NO
<p> If you have had any of the above symptoms in the last 48 hours, DO NOT physically return to the workplace until symptoms have subsided for more than 48 hours. If you have a chronic medical condition that causes COVID-19-like symptoms and you need access to a CDC facility within the next few days, please obtain medical documentation from your primary care physician and then call CDC's Occupational Health Clinic (OHC) at 404-639-3385 to determine whether you can safely be granted access to a CDC facility. Fully vaccinated individuals should not access campus if they are currently experiencing any of the above symptoms. If you have an urgent need to access a CDC facility while experiencing any of the above symptoms, please contact your CIO management officer and ask them to request a waiver through OHC. Waivers will only be granted in exigent circumstances and only if it is safe to do so. OHC will not respond to waiver requests made by individuals. Fully vaccinated individuals with symptoms will also require a waiver and should also work through their CIO management officer.</p>		
<b>2. Are you isolating or quarantining because you tested positive for COVID-19 or are worried that you may be sick with COVID-19?</b>	YES	NO
<p> If you have concerns about being exposed to or sick with COVID-19, please stay home and self-quarantine or isolate. Read more about when you should be in isolation or quarantine (<a href="https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html">https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html</a>). If you have questions about when it is safe to return to the workplace, please call CDC's Occupational Health Clinic (OHC) at 404-639-3385. If you have an urgent need to access a CDC facility while quarantining, please contact your CIO management officer and ask them to request a waiver through OHC. Waivers will only be granted in exigent circumstances and only if it is safe to do so. OHC will not respond to waiver requests made by individuals. Fully vaccinated individuals will also require a waiver and should also work through their CIO management officer.</p>		
<b>3. Are you fully vaccinated OR have you recovered from a documented COVID-19 infection in the last 3 months?</b> <small>To be considered fully vaccinated, you must be ≥2 weeks following receipt of the second dose in a 2-dose series or ≥2 weeks following receipt of one dose of a single-dose vaccine.</small> <b>IMPORTANT: IF YOU ANSWERED "YES" TO QUESTION 3 AND "NO" TO QUESTIONS 1 AND 2, PLEASE SKIP TO THE CERTIFICATION STEP BELOW. YOUR ACCESS TO CDC FACILITIES IS APPROVED.</b>	YES	NO



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## SENIOR CENTER REOPENING GUIDELINES

<p><b>4. Have you been in close physical contact in the last 14 days with:</b></p> <ul style="list-style-type: none"> <li>Anyone who is known to have laboratory-confirmed COVID-19?</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>Anyone who has any symptoms consistent with COVID-19?</li> </ul> <p><i>Close physical contact is defined as being within 6 feet of an infected/symptomatic person for a cumulative total of 15 minutes or more over a 24-hour period starting from 48 hours before illness onset (or, for asymptomatic individuals, 48 hours prior to test specimen collection).</i></p>	<b>YES</b>	<b>NO</b>
<p> If you have been in close contact with someone with COVID-19, you should stay home and self-quarantine for 14 days before returning to a CDC facility. Read more about when you should be in isolation or quarantine (<a href="https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html">https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html</a>). If you have an urgent need to end your quarantine early to access a CDC facility, please contact your CIO management officer and ask them to request a waiver through CDC's Occupational Health Clinic (OHC). Waivers will only be granted in exigent circumstances and only if it is safe to do so. OHC will not respond to waiver requests made by individuals.</p>		
<p><b>5. Are you currently waiting on the results of a COVID-19 test?</b></p> <p><b>IMPORTANT: ANSWER "NO" IF YOU ARE WAITING ON THE RESULTS OF A PRE-TRAVEL OR POST-TRAVEL COVID-19 TEST</b></p>	<b>YES</b>	<b>NO</b>
<p> If you have an urgent need to access a CDC facility while waiting for a test result, please contact your CIO management officer and ask them to request a waiver through CDC's Occupational Health Clinic (OHC). Waivers will only be granted in exigent circumstances and only if it is safe to do so. OHC will not respond to waiver requests made by individuals.</p>		
<p><b>6. Have you traveled in the past 10 days?</b></p> <p><i>Travel is defined as any trip that is overnight AND on public transportation (plane, train, bus, Uber, Lyft, cab, etc.) OR any trip that is overnight AND with people who are not in your household.</i></p>	<b>YES</b>	<b>NO</b>
<p> If you have an urgent need to access a CDC facility during your 10-day, post-travel self-quarantine (<a href="https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html">https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html</a>), please contact your CIO management officer and ask them to request a waiver through CDC's Occupational Health Clinic (OHC). Waivers will only be granted in exigent circumstances and only if it is safe to do so. OHC will not respond to waiver requests made by individuals. Fully vaccinated individuals will also require a waiver and should also work through their CIO management officer. It is possible to reduce your post-travel self-quarantine (<a href="https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html">https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html</a>), to 7 days if you have a negative viral test (<a href="https://www.cdc.gov/coronavirus/2019-ncov/testing/diagnostic-testing.html">https://www.cdc.gov/coronavirus/2019-ncov/testing/diagnostic-testing.html</a>) 3-5 days after travel (<a href="https://www.cdc.gov/coronavirus/2019-ncov/travelers/testing-air-travel.html">https://www.cdc.gov/coronavirus/2019-ncov/travelers/testing-air-travel.html</a>). OHC can help arrange testing, if needed. A waiver is needed from OHC to reduce your quarantine period.</p>		
<p><b>I certify that my responses are true and correct</b></p>	<input style="width: 30px; height: 30px;" type="checkbox"/>	
<p><b>If you ARE NOT fully vaccinated, did you answer NO to ALL QUESTIONS?</b></p>	<p>Access to CDC facilities <b>APPROVED</b>. Please show this to security at the facility entrance. Thank you for helping us protect you and others during this time.</p>	
<p><b>If you ARE NOT fully vaccinated, did you answer YES to ANY QUESTION?</b></p>	<p>Access to CDC facilities <b>NOT APPROVED</b>. Please see next page for further instructions. Thank you for helping us protect you and others during this time.</p>	



## THE SCREENING YOU COMPLETED INDICATES THAT YOU MAY BE AT INCREASED RISK FOR COVID-19

IF YOU ARE NOT FEELING WELL, WE HOPE THAT YOU FEEL BETTER SOON!

Here are instructions for what to do next

1

If you are not already at home, please avoid contact with others and go straight home immediately.

2

Seek medical care as needed. Seek COVID-19 testing as recommended. Call CDC's Occupational Health Clinic (OHC) at 404-639-3385 to schedule testing at CDC in the Atlanta area.

3

Contact your supervisor or your contracting company to discuss options for telework and/or leave.

Before going to a healthcare facility, please call and let them know that you may have an increased risk for COVID-19.

In case of a life-threatening medical emergency, dial 911 immediately!

## RETURNING TO THE WORKPLACE



If you have had symptoms consistent with COVID-19 or have tested positive for COVID-19, DO NOT physically return to work until you have completed your quarantine (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>) or isolation (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>) per CDC guidance. Read more about when it is safe to be around others (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>).



If you have a chronic medical condition that causes COVID-19-like symptoms and you need to access a CDC facility within the next few days, please first get medical documentation from your primary care provider and then call OHC to determine whether you can safely be granted access to a CDC facility.



If you have been in close contact with someone with COVID-19 you should stay home and self-quarantine for 14 days before returning to work. Read more about when you should be in isolation or quarantine (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>). If you have an urgent need to end your quarantine early to access a CDC facility, please contact your CIO management officer and ask them to email a request to OHC.



If you are currently isolating or quarantining because of concerns about COVID-19, please do not return to the workplace until you have completed your quarantine (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>) or isolation (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>) per CDC guidance. If you have an urgent need to end your quarantine early, please contact your CIO management officer and ask them to email a request to OHC.

If you are waiting on the results of a COVID-19 test, please do not return to the workplace until you have received a negative test result and have completed any necessary quarantine or isolation per CDC guidance. If you have an urgent need to access a CDC facility while waiting for a test result, please contact your CIO management officer and ask them to email OHC.

If you have additional questions about when you can safely return to work, please call OHC at 404-639-3385. For information about COVID-19 and basic instructions to prevent the spread of disease, visit CDC's COVID-19 website (<https://www.cdc.gov/covid19>).



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Appendix I: Recommended Guidance / Six Steps for Safe and Effective Disinfectant Use

## 6 Steps for Safe & Effective Disinfectant Use



### Step 1: Check that your product is EPA-approved

Find the EPA registration number on the product. Then, check to see if it is on EPA's list of approved disinfectants at: [epa.gov/listn](https://www.epa.gov/listn)



### Step 2: Read the directions

Follow the product's directions. Check "use sites" and "surface types" to see where you can use the product. Read the "precautionary statements."

### Step 3: Pre-clean the surface

Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty.



### Step 4: Follow the contact time

You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective.

### Step 5: Wear gloves and wash your hands

For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to disinfecting COVID-19. Wash your hands after removing the gloves.



### Step 6: Lock it up

Keep lids tightly closed and store out of reach of children.

[coronavirus.gov](https://www.coronavirus.gov)

## Appendix I: Recommended Guidance / Facemask Dos and Don'ts

### Facemask Do's and Don'ts

For Healthcare Personnel

#### When putting on a facemask

Clean your hands and put on your facemask so it fully covers your mouth and nose.



DO secure the elastic bands around your ears.



DO secure the ties at the middle of your head and the base of your head.

#### When wearing a facemask, don't do the following:



DON'T wear your facemask under your nose or mouth.



DON'T allow a strap to hang down. DON'T cross the straps.



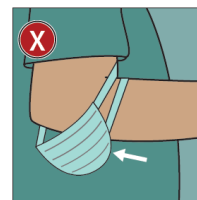
DON'T touch or adjust your facemask without cleaning your hands before and after.



DON'T wear your facemask on your head.



DON'T wear your facemask around your neck.



DON'T wear your facemask around your arm.

#### When removing a facemask

Clean your hands and remove your facemask touching only the straps or ties.



DO leave the patient care area, then clean your hands with alcohol-based hand sanitizer or soap and water.



DO remove your facemask touching ONLY the straps or ties, throw it away\*, and clean your hands again.

\*If implementing limited-reuse: Facemasks should be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage. Folded facemasks can be stored between uses in a clean, sealable paper bag or breathable container.

Additional information is available about how to safely put on and remove personal protective equipment, including facemasks:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>.



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[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

### Appendix I: Recommended Guidance / How to Wash Your Hands Properly

#### **How to Wash Your Hands Properly**

Washing your hands correctly and multiple times a day is an important part of a healthy lifestyle. However, with the [COVID-19 pandemic](#) and as we enter cold and flu season, handwashing is now an even more critical habit to help keep you and your family safe.

Learn why washing your hands is important, how and when to do it, as well as how to get your child involved.

#### **Why it's important to wash your hands**

Like it or not, [germs are everywhere](#) and a part of our everyday life. Handwashing is one of the best actions you can take to stop the spread of respiratory and diarrheal infections and avoid getting sick.

Germ can easily spread when you touch your nose, mouth or eyes with an unwashed hand. They can also spread when food and drinks are prepared by someone who didn't wash their hands.

When you cough or sneeze into your hand, then touch another person's hand or a common surface, you are spreading many germs. All of this is true for [COVID-19 germs](#), too.

#### **When you need to wash your hands**

Consistently washing your hands throughout the day is a great way to keep germs at bay. You'll want to be certain to wash them during the following key times when you are most likely to get or spread germs.

- After using the toilet
- After blowing your nose, coughing or sneezing
- After touching garbage
- After changing diapers or cleaning up a child who has used the toilet
- Before and after treating a cut or wound
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- Before, during and after preparing food
- Before eating food
- After touching an animal, animal feed or animal waste
- After handling pet food or pet treats

During the COVID-19 pandemic, you'll want to be extra cautious and wash your hands after you've been in public places and have touched any of the following items:

- Shopping cart
- Table or counter
- Door handle
- Gas pump
- Electronic cashier screen

### **How to wash your hands properly**

Washing your hands properly takes more time than most people are used to. However, it is important to handwash correctly because it gets rid of the greatest number of germs possible. Every time you wash your hands, perform the following steps:

- Get your hands wet with clean water. It can be hot or cold.
- Add soap to your hands and lather them by rubbing them together. Make sure to cover every area: between your fingers, the backs of your hands and even under your fingernails.
- Continue to lather and scrub your hands for 20 seconds or more. A good way to time yourself is by singing the "Happy Birthday" song all the way through twice.
- Rinse the soap off your hands with clean water.
- Use a clean towel to dry your hands or let them air dry.

Handwashing is better than hand sanitizer because it gets rid of more germs. However, hand sanitizer is a good second option if soap and water are not readily available. Make sure the sanitizer contains at least 60% alcohol.

<https://blog.mercy.com/proper-handwashing-tips/>

<https://www.cdc.gov/handwashing/when-how-handwashing.html>



Appendix I: Recommended Guidance / Respiratory Etiquette

**Respiratory Etiquette During COVID-19**

If you need to cough or sneeze, be sure to:

- Cover your nose and mouth with a tissue.
- Throw your tissue in the trash immediately after use.
- If a tissue isn't available, cough or sneeze into the inside of your elbow. Avoid using your hands.
- Wash or sanitize your hands after each cough or sneeze.

[Handwashing](#) in general is also an effective way to help prevent the spread of illness. Be sure you are practicing this healthy habit throughout your day, especially before eating or preparing food. If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Additionally, you should be [wearing a face mask](#) in public and keeping a physical distance of at least six feet from others at this time. Practicing all three of these preventive actions together is the best way our communities can work to stop this pandemic.

<https://blog.mercy.com/coronavirus-covid-19-cough-sneeze-etiquette/>

## Appendix I: Recommended Guidance / Stop Germs: Wash Your Hands

# Stop Germs! Wash Your Hands.

## When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage



## How?



**Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



**Lather** your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



**Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.



**Rinse** hands well under clean, running water.



**Dry** hands using a clean towel or air dry them.

**Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.**

LIFE IS BETTER WITH

**CLEAN HANDS**



[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.



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Appendix II: Recommended Signage / Help Protect Yourself and Others (Social Distancing)

# Help Protect Yourself and Others from COVID-19

## Practice Social Distancing



Stay 6 feet (2 arm's lengths) from other people.

## And Wear a Mask



Be sure it covers your nose and mouth to help protect others.  
You could be infected and not have symptoms.



CS 317297-A 05/29/2020

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)



Appendix II: Recommended Signage / CDC Handwashing Poster



Appendix II: Recommended Signage / How to Remove Gloves

# How to Remove Gloves

To protect yourself, use the following steps to take off gloves



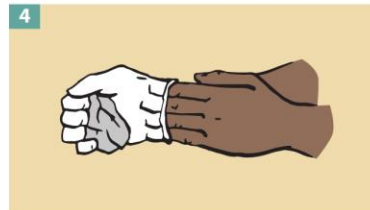
Grasp the outside of one glove at the wrist.  
Do not touch your bare skin.



Peel the glove away from your body,  
pulling it inside out.



Hold the glove you just removed in  
your gloved hand.



Peel off the second glove by putting your fingers  
inside the glove at the top of your wrist.



Turn the second glove inside out while pulling  
it away from your body, leaving the first glove  
inside the second.



Dispose of the gloves safely. Do not reuse the gloves.



Clean your hands immediately after removing gloves.

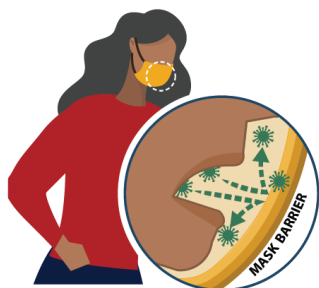
Appendix II: Recommended Signage / How to Safely Wear and Take Off a Mask

## How to Safely Wear and Take Off a Mask

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

### WEAR YOUR FACE MASK CORRECTLY

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



### USE THE MASK TO HELP PROTECT OTHERS

- Wear a mask to help protect others in case you're infected but don't have symptoms
- Keep the mask on your face the entire time you're in public
- Don't put the mask around your neck or up on your forehead
- Don't touch the mask, and, if you do, clean your hands

### FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



### TAKE OFF YOUR MASK CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



CS 316488A 10/07/2020

Personal masks are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

**[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)**

## Appendix II: Recommended Signage / Stop the Spread of Germs: Tips for Social Distancing

### Tips for Social Distancing

When going out in public, it is important to stay at least 6 feet away from other people and [wear a mask](#) to slow the spread of COVID-19. Consider the following tips for practicing social distancing when you [decide to go out](#).

**Know Before You Go:** Before going out, know and follow the guidance from local public health authorities where you live.

**Prepare for Transportation:** Consider social distancing options to travel safely when running errands or commuting to and from work, whether walking, bicycling, wheelchair rolling, or using public transit, rideshares, or taxis. When using public transit, try to keep at least 6 feet from other passengers or transit operators – for example, when you are waiting at a bus station or selecting seats on a bus or train. When using rideshares or taxis, avoid pooled rides where multiple passengers are picked up, and sit in the back seat in larger vehicles so you can remain at least 6 feet away from the driver. Follow these [additional tips](#) to protect yourself while using transportation.

**Limit Contact When [Running Errands](#):** Only visit stores selling household essentials in person when you absolutely need to, and stay at least 6 feet away from others who are not from your household while shopping and in lines. If possible, use drive-thru, curbside pick-up, or delivery services to limit face-to-face contact with others. Maintain physical distance between yourself and delivery service providers during exchanges and [wear a mask](#).

**Choose Safe Social Activities:** It is possible to stay socially connected with friends and family who don't live in your home by calling, using video chat, or staying connected through social media. If meeting others in person (e.g., at small outdoor gatherings, yard or driveway gathering with a small group of friends or family members), stay at least 6 feet from others who are not from your household. Follow [these steps](#) to stay safe if you will be participating in personal and social activities outside of your home.

**Keep Distance at [Events and Gatherings](#):** It is safest to avoid crowded places and gatherings where it may be difficult to stay at least 6 feet away from others who are not from your household. If you are in a crowded space, try to keep 6 feet of space between yourself and others at all times, and [wear a mask](#). Masks are especially important in times when physical distancing is difficult. Pay attention to any physical guides, such as tape markings on floors or signs on walls, directing attendees to remain at least 6 feet apart from each other in lines or at other times. Allow other people 6 feet of space when you pass by them in both indoor and outdoor settings.

**Stay Distanced While Being Active:** Consider going for a walk, bike ride, or wheelchair roll in your neighborhood or in another safe location where you can maintain at least 6 feet of distance between yourself and other pedestrians and cyclists. If you decide to visit a nearby [park, trail, or recreational facility](#), first check for closures or restrictions. If open, consider how many other people might be there and choose a location where it will be possible to keep at least 6 feet of space between yourself and other people who are not from your household.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html#:~:text=Social%20distancing%2C%20also%20called,indoor%20and%20outdoor%20spaces>.

## Appendix II: Recommended Signage / Stop the Spread of Germs: COVID-19 Signs and Symptoms

### Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2–14 days after you are exposed to the virus that causes COVID-19.

#### Seek medical care immediately if someone has Emergency Warning Signs of COVID-19

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.



Centers for Disease  
Control and Prevention  
National Center for Emerging and  
Zoonotic Infectious Diseases

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

05/20/20



## Appendix II: Recommended Signage / Facemask Dos and Don'ts

### Facemask Do's and Don'ts

For Healthcare Personnel

#### When putting on a facemask

Clean your hands and put on your facemask so it fully covers your mouth and nose.



DO secure the elastic bands around your ears.



DO secure the ties at the middle of your head and the base of your head.

#### When wearing a facemask, don't do the following:



DON'T wear your facemask under your nose or mouth.



DON'T allow a strap to hang down. DON'T cross the straps.



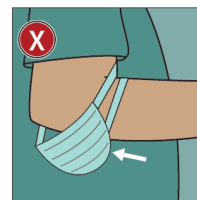
DON'T touch or adjust your facemask without cleaning your hands before and after.



DON'T wear your facemask on your head.



DON'T wear your facemask around your neck.



DON'T wear your facemask around your arm.

#### When removing a facemask

Clean your hands and remove your facemask touching only the straps or ties.



DO leave the patient care area, then clean your hands with alcohol-based hand sanitizer or soap and water.



DO remove your facemask touching ONLY the straps or ties, throw it away\*, and clean your hands again.

\*If implementing limited-reuse: Facemasks should be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage. Folded facemasks can be stored between uses in a clean, sealable paper bag or breathable container.

Additional information is available about how to safely put on and remove personal protective equipment, including facemasks:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>.



CS 316480A June 2, 2020 11:30 AM

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

Appendix II: Recommended Signage / Respiratory Etiquette

**Respiratory Etiquette During COVID-19**

If you need to cough or sneeze, be sure to:

Cover your nose and mouth with a tissue. Throw your tissue in the trash immediately after use.

If a tissue isn't available, cough or sneeze into the inside of your elbow. Avoid using your hands.

Wash or sanitize your hands after each cough or sneeze.

[Handwashing](#) in general is also an effective way to help prevent the spread of illness. Be sure you are practicing this healthy habit throughout your day, especially before eating or preparing food. If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Additionally, you should be [wearing a face mask](#) in public and keeping a physical distance of at least six feet from others at this time. Practicing all three of these preventive actions together is the best way our communities can work to stop this pandemic.

<https://blog.mercy.com/coronavirus-covid-19-cough-sneeze-etiquette/>